


TYPE OR PRINT IN BLACK INK ONLY

Last Name	First Name	MI	Exact Title of Position for Which You are Applying
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	COUNTY OF ORANGE EMPLOYMENT APPLICATION HUMAN RESOURCES 10 CIVIC CENTER PLAZA SANTA ANA, CA 92701-4062	Social Security Number
		Home or Msg. Phone ()
		Business Phone ()
		E-Mail:

WORK AVAILABILITY: Will you accept (Check boxes that apply)

<input type="checkbox"/> Any	<input type="checkbox"/> Regular A	<input type="checkbox"/> Full-time B	<input type="checkbox"/> Extra-help (no benefits) C	<input type="checkbox"/> Part-time D	<input type="checkbox"/> Limited-term E	<input type="checkbox"/> Summer Only (no benefits) F
SHIFT: <input type="checkbox"/> Any	<input type="checkbox"/> Day (8a.m.-5p.m.) A	<input type="checkbox"/> Swing (3p.m.-11p.m.) B	<input type="checkbox"/> Nights (11p.m.-7a.m.) C	<input type="checkbox"/> Weekend D	<input type="checkbox"/> Rotating Shifts E	
WORK LOCATION <input type="checkbox"/> Any	<input type="checkbox"/> North County O	<input type="checkbox"/> South County P	<input type="checkbox"/> East County Q	<input type="checkbox"/> West County R	<input type="checkbox"/> Central/Civic Center S	

LANGUAGES: (Other than English) in which you are fluent:

DRIVERS LICENSE: Select the valid California Drivers License you have:

<input type="checkbox"/> Class A (Heavy Trucks)	<input type="checkbox"/> Class B (Buses)	<input type="checkbox"/> Class C (Auto/Light Truck)	<input type="checkbox"/> No License
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License Number: _____ Expires: _____

EDUCATION: Highest grade level completed: ____

Select degree/certificate you have earned:

<input type="checkbox"/> High School Diploma	<input type="checkbox"/> 2 Year Degree
<input type="checkbox"/> High School Proficiency Test	<input type="checkbox"/> 4 Year Degree
<input type="checkbox"/> G.E.D	<input type="checkbox"/> Post Graduate Degree

High School attended _____

COLLEGE/UNIVERSITY: Include the name of the college/university attended, major or course of study, and type of degree.

OTHER TRAINING COMPLETED: Include agency providing training and length of training.

PROFESSIONAL LICENSE/CERTIFICATION: Include license/certification possessed, number, issued by, and expiration date.

If you are a current or former County of Orange employee complete the following information:

Job Title: _____

Date employed with County of Orange:

From: _____ To: _____

Agency/Department: _____

Your Name Then: _____

OFFICE USE ONLY

☐ **Accepted**

☐ **Declined:**

- 1 Lacks Educ./Exp.
- 2 Lacks Lic./Certif.
- 3 Incomplete App
- 4 Late Submission
- 5 No Supplemental
- 6 Non County Employee
- 8 Lacks PO Standard
- 9 Non Department Emp.

By: _____

Date: _____

ELIGIBLE DATE

SCORE BAND

Your experience is important! It determines your success in competing with other job applicants. In the box provided below, please include all experience gained which relates to the job you are applying for. **Be sure to include: Company names, addresses, positions held, employment dates (month/year), full-time/part-time, duties and reasons for leaving. (Please see the example directly below)**

Job Experience Example:

County of Orange
10 Civic Center Plaza,
Santa Ana, CA 92701

Staff Analyst III, Project Manager

February 1999 -present, part-time (20 hours per week)

Duties - Plan and direct activities of a multi-faceted County-wide project of limited duration; evaluate progress and resolve difficulties including those crossing departmental lines; provide project leadership and advice to high level steering committees; provide technical direction and expertise related to project area. Manage project staff including vendor, subcontractor and County personnel.

I am looking for a promotional opportunity in my career.

Private Industry
1234 Main Street
Orange, CA 92663

Manager, Projects

September 1994 – February 1999, full-time

Duties - provide technical direction and expertise related to project area such as vendors and subcontractors, manage dealer support for 11 Western States, supervise 7 Regional Technical Representatives, Regional Technical Manager

I am looking for a rewarding and positive work environment with the County.

Job Experience:

Job Experience:

Job Experience:

JOB RELATED EQUIPMENT OPERATED:

CERTIFICATE OF APPLICANT: I certify that all statements made in this application and the attachments are true and I agree and understand that misstatements or omissions of any material fact may be cause for disqualification or dismissal. I also grant permission for the County to verify any and all information contained within by contacting former employers and schools, etc.

May we contact your employer? ☐ Yes ☐ No

Pursuant to the Immigration Reform and Control Act (IRCA) of 1986, all new hire applicants will be required to show proof of legal residence entitling them to work in the United States prior to becoming an employee of the County of Orange.

Signature _____

Date _____

Equal Employment Opportunity Data / Personal Information

The County of Orange is required by Federal and State law to collect certain information and maintain statistical data on all applicants. This information is confidential and is not shared with the hiring authority or any person involved in the assessment of applicant knowledge, skills, and abilities to perform the job.

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Street Address	Apt.#	City	State	Zip Code
Social Security Number				

This information will be kept confidential

Gender: ☐ Male ☐ Female

Ethnic Origin (Please select one):

- A ☐ Asian or Pacific Islander (Includes Japanese, Chinese, Korean or Vietnamese)
B ☐ Black (Includes African, Jamaican, Trinidadian, and West Indian)
F ☐ Filipino (includes only Filipino)
H ☐ Hispanic (Includes Mexican, Puerto Rican, Cuban, Latin American or Spanish)
I ☐ American Indian or Alaskan Native (based upon Tribal Association)
W ☐ White (Includes Indo-European, Pakistani, East Indian)
O ☐ Other _____

Are you a veteran? (as defined below) ☐ Yes ☐ No

Dates of Military service _____
From To

Are you 40 years of age or older? ☐ Yes ☐ No

VETERANS: Any person who has served full time in the U.S Armed Forces during the periods December 11, 1941 to January 31, 1955; or the period after August 5, 1964, and who has been discharged or released under conditions other than dishonorable. (Does not include persons who served only in auxiliary or reserve components whose service therein did not exempt him/her from the operation of the Selective Training and Services Act of 1940).

CONVICTIONS As an adult, have you ever been convicted of a crime by any court?(omit minor traffic violations). ☐ Yes ☐ No
If "Yes", complete details below. Please note that conviction is not an automatic bar to employment. Each case is considered individually.

Please include: Offense(s), place(s), date(s), and penalty(s).

ADVERTISING EFFECTIVENESS SURVEY

How did you hear about this position? (check box that applies)

- | | |
|---|---|
| <input type="checkbox"/> County Web Site/Internet | <input type="checkbox"/> Virtual Employment Center |
| <input type="checkbox"/> County employee/friend | <input type="checkbox"/> Radio announcement: Which station? _____ |
| <input type="checkbox"/> Posted Job Announcement | <input type="checkbox"/> Job Recording Line |
| <input type="checkbox"/> Newspaper/Magazine: Which? _____ | <input type="checkbox"/> Other: Specify: _____ |

Signature _____

Date _____